



Delegation of Authority to the CEO/Chief Librarian

Governance

Purpose

This policy establishes how the Board will delegate authority to the CEO/Chief Librarian.

Policy

Section 1: Authority of the Brantford Public Library Board

The Brantford Public Library is under the management and control of the Brantford Public Library Board (the “Board”) pursuant to section 3(3) of the *Public Libraries Act*, R.S.O. 1990, c. P.44. The Board is accountable for all decisions affecting the Brantford Public Library.

The Board has appointed a Chief Executive Officer and Chief Librarian (CEO) who, as confirmed by this Delegation of Authority, has general supervision over, and direction of, the operations of the Brantford Public Library and its staff.

The Board may impose such terms and conditions upon this delegation as it sees fit, and this shall include the power to vary such terms or rescind any part or all parts of the delegation.

The Board directs the CEO/Chief Librarian through:

1. Decisions made at Board meetings, by majority vote
2. Approved, written policies
3. Approved budgets and plans
4. The CEO/Chief Librarian job description.

Only official decisions of the full Board are binding on the CEO/Chief Librarian. Decisions or instructions of individual Board members are not binding.

Section 2: Board Support for the CEO/Chief Librarian

A Board-CEO partnership, rooted in mutual trust and respect, is crucial to the proper governance and overall well-being of the library. In the same way the Board relies on the CEO for the information, professional expertise and administrative support it needs to be successful, the success of the library CEO depends on support from the board. This support includes:

1. an understanding of, and appreciation for, the breadth, depth and complexity of the CEO's responsibilities
2. moral support during challenging times

3. a willingness to be the public face of decisions that may be unpopular with some stakeholders
4. a collaborative process for establishing mutually agreed-upon annual objectives based on the vision and strategic directions of the Board
5. a performance appraisal process that provides constructive feedback and direction for improving performance
6. a commitment to invest in ongoing training and development for the CEO.

Section 3: General Responsibilities of the CEO/Chief Librarian

In addition to the general supervision over, and direction of, the operations of the Brantford Public Library and its staff, as outlined in the current CEO job description, the Board delegates to the CEO the responsibilities to:

1. Attend meetings of the Board, and serve as acting chair at inaugural meetings of the Board until a chair is elected;
2. Serve as Secretary to the Board;
3. Conduct the Board's official correspondence;
4. Keep the minutes of the meetings of the Board;
5. Serve as Treasurer of the Board, working with delegated staff to maintain and report on Library finances;
6. Receive and account for all of the Board's money;
7. Open an account or accounts in the name of the Board in a chartered bank, trust company or credit union approved by the Board;
8. Be the signing officer for contracts with vendors and granting agencies; and,
9. Have the other titles, offices, powers and duties that the Board assigns to the CEO/Chief Librarian from time to time.

Section 4: Authority of the CEO to further delegate

The Board grants to the CEO/Chief Librarian the authority to further delegate and to authorize further delegations of any powers, duties or functions delegated to the CEO/Chief Librarian by the Board under this or any other policy to any member of Brantford Public Library staff. It is preferable that such delegations are authorized and acknowledged in writing, such as in a job description, memo or email. No further delegation may exceed the authority delegated to the CEO/Chief Librarian.

Section 5: Performance of the CEO/Chief Librarian

In the exercise of the powers, duties and functions delegated to them, the CEO/Chief Librarian shall:

1. Comply, and cause the Brantford Public Library to comply, with all applicable laws, regulations, applicable municipal by-laws, Brantford Public Library by-laws and policies, directions and resolutions of the Board, and terms and conditions of all binding agreements; and
2. Adhere to the principles and values of the Brantford Public Library as established by the Board.

Section 6: Authority of the CEO/Chief Librarian in Emergency Situations

In cases of emergency or special circumstances where it is necessary to act outside the terms of a delegated authority outlined here, the CEO is given authority to take such action as necessary to rectify the situation. The CEO is also given the authority to modify any written emergency or business continuity plans created in advance of this circumstance. All such actions shall be reported immediately to the Chair and then the Board. At all times, the Board retains its authority as employer and the CEO retains authority over library operations and staff, unless such authority is suspended under federal or provincial legislation.

Section 7: Constraints on Delegation of Authority to the CEO/Chief Librarian

In the exercise of the powers, duties and functions delegated by the Board, the CEO/Chief Librarian shall not:

1. Make or authorize any expenditure or liability not specifically authorized by, or in an amount exceed that authorized by, the approved operating and capital budgets, or;
2. Make or authorize any expenditure or liability authorized by the approved operating or capital budgets which would have the effect of making the Board unable to meet its financial obligations as they become due.

For further clarification of the authority retained by the Board, see the list of other activities requiring the prior approval of the Board, attached as Appendix A to this policy.

Section 8: CEO/Chief Librarian Reporting to the Board

The CEO/Chief Librarian shall:

1. Keep the Board informed about the state of operations of the Brantford Public Library;
2. Promptly advise the Board Chair and the Board of any non-compliance or alleged non-compliance with any provision of this Delegation of Authority; and,
3. Notify the Board of the implementation of any new or amended operational policies that do not require Board approval (see Appendix A regarding operational policies requiring Board approval).

History

Supersedes: Not applicable

Background documents, related policies: *Public Libraries Ac. RSO 1990, c.P.44t; Brantford Public Library Donations and Sponsorships Policy; Brantford Public Library Naming Rights Policy; Brantford Public Library Organization Memberships and Requests for Sponsorships Policy; Brantford Public Library Purchasing Policy; Brantford Public Library Organizational By-Law*

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APPENDIX A

LIST OF OTHER ACTIVITIES REQUIRING BOARD APPROVAL

- Submission of operating budget and capital budget to City
- Appointment of auditors
- Approval of audited financial statements
- Granting of naming rights
- Granting of a sponsorship valued over \$500
- Acceptance of a sponsorship valued at \$5,000 or greater
- Acceptance of a donation that is conditional or non-monetary
- Temporary or permanent closure of branches, other than in an emergency
- Setting of compensation policy and salary levels
- Establishment of strategic directions
- Establishment of mission statement, vision statement and statement of values
- Establishment or amendment of by-laws and foundational policies
- Establishment of Board governance policies
- Establishment of new operational policies for which there is a legislative or regulatory requirement
- Amendment of existing operational policies due to new or amended legislation
- Awarding of contracts valued over \$50,000 and multi-year tenders
- Selection of sites for new branches or kiosk services
- Establishment of bargaining mandates
- Ratification of negotiated collective agreements.